

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
October 7, 2021**

A meeting of the DeKalb County Board of Assessors was held on Thursday, October 7, 2021 through Zoom Conferencing.

**Vivian R. Ingersoll, MA, Chair
Charlene Fang, Vice-Chair
Robert A. Burroughs, J.D., Assessor
James Vernor, PhD, MAI, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Teresa H. Nealey, BTA Recording Secretary
Donna Rosser, Assistant Chief Appraiser
Brian Jennings, Deputy Chief Appraiser – Residential
Brentnol Baker, Deputy Chief Appraiser – Commercial
Vance Clements, Supervisor – Business Personal Property**

CALL TO ORDER

The Chair called the meeting to order at 9:31 a.m.

APPROVAL OF AGENDA

The Chair stated that the updated 10/7/21 Agenda had been received and also the BOA Agenda Update had been received. She asked if there were any additional corrections or additions; hearing none, she called for a motion, made by Jim Vernor, seconded by Robert Burroughs. The motion carried.

APPROVAL OF MINUTES

The Chair asked if there were any updates to the Minutes of 9/16/21; hearing none she declared the Minutes approved.

CITIZEN TIME

No citizens requested time to address the Board.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair stated that 35 batches had been received in the mail and also the BOA Agenda Update showing all pulled parcels was attached. She called for a motion to approve batches 1 through 35, made by Jim Vernor and seconded by Robert Burroughs. After discussion, the motion carried.

APPROVAL OF THE EQUALIZATION RATE FOR PUBLIC UTILITIES –

Authorization to send annual assessment notices

Calvin Hicks along with Vance Clements gave highlights regarding this process. After discussion, the Chair called for a motion to approve, made by Robert Burroughs and seconded by Jim Vernor. The motion carried.

STAFF REPORTS

See attached.

CHIEF APPRAISER’S REPORT

See attached.

TURNOVER OF THE POLICY MANUAL DRAFT REVISION BY THE FULL TIME STAFF, TO THE BOARD FOR THEIR REVIEW AND APPROVAL BY NOVEMBER 4, 2021

The Chair thanked Jim Vernor for his leadership and the skills of Donna Rosser regarding the completed Policy Manual revision. The Chair recommended approval of the Manual today. Jim Vernor asked staff if they had any more input and they had none. He officially turned it over to the Board members and they had no additional input. After he made a minor update, the Chair called for a motion to approve, made by Robert Burroughs and seconded by Charlene Fang. The motion carried.

The Chair also thanked everyone for getting through the large staff recommendations today.

ADJOURNMENT

There being no further business, at 10:56 a.m. the Chair declared the meeting adjourned.

This meeting was conducted in accordance with O.C.G.A. 50-14-(1-6).

Signed by:



Calvin C. Hicks, Jr.
Chief Appraiser/BTA Secretary

Date Approved:

10-21-21

10/7/21 BOA AGENDA UPDATE

BATCHES MAILED 1 – 35

Batch 1 Pulled Parcel

15 202 09 029

Batch 2 Pulled Parcel

15 202 03 116

Batch 8 Pulled Parcel (added parcel)

18 311 04 023

Batch 9 Pulled Parcel

18 269 04 021

Batch 15 Pulled Parcels

15 246 04 126

18 189 05 009

18 189 07 003

18 209 02 019

18 320 06 005

18 345 05 001

18 348 01 028